

Kathryn Marie Alvarez

(b)(6)

RELEVANT EXPERIENCE

The Aspen Institute, Washington, DC

Associate Director for Administration, Future of Work Initiative

February 2017 – Present

- Responsible for the day-to-day management of the Future of Work Initiative, a policy program at the Aspen Institute, including overseeing its \$2 million annual budget and nine staff
- Works directly with the Executive Director to design and execute strategic priorities for the Initiative, and provides administrative oversight for the Initiative's grant-funded policy work
- Coordinates fundraising efforts from foundations, corporations, and individuals to support the Initiative's policy work, raising over \$6.8 million
- Oversees project management and communication efforts for the Initiative, including multi-year grant commitments, and directly responsible for the accounting and finances of the Initiative

The Biden-Harris Presidential Transition Team, Washington, DC

Personnel Liaison, Department of Health and Human Services Agency Review Team

October 2020 – January 2021

- Served as the personnel liaison for the Department of Health and Human Services Agency Review Team (volunteer capacity)

U.S. Department of Health and Human Services, Washington, DC

Senior Advisor to the Chief of Staff

September 2016 – January 2017

Special Assistant to the Chief of Staff

November 2015 – September 2016

Confidential Assistant to the Chief of Staff

November 2014 – November 2015

- Worked closely with the Chief of Staff to manage Departmental and Secretarial priority issues, including the Department's response to the Zika Virus
- Drafted talking points and memos for the Secretary, and manages the Chief of Staff's review of documents submitted to the Secretary, ensuring completeness, accuracy, and that they are appropriately vetted
- Interfaced with the Office of the White House Liaison on personnel-related issues for 170 political appointees, including Senior Leadership. Manages Senior Staff personnel-related announcements from the Secretary, and the processing of incoming and outgoing political appointees
- Managed the internship program for the Office of the Chief of Staff, including supervising at least two interns per semester
- Successfully planned and organized the 2015 and 2016 HHS Night at the Ballpark, an event at Nationals Park that brought together 5,200 HHS employees and their families from across the Department

U.S. Department of the Treasury, Washington, DC

Special Assistant to the Assistant Secretary for Legislative Affairs

May 2012 – November 2014

- Provided direct administrative support to the Assistant Secretary for Legislative Affairs, including scheduling for meetings with Members of Congress, Congressional staff, Treasury staff, and other government officials
- Managed the process for memos sent to the Secretary and Deputy Secretary from the Office of Legislative Affairs
- Worked closely with the Office of the Executive Secretary to manage Congressional policy correspondence for the Department
- Led the development of the Legislative Affairs Clearance Tracker system, the Congressional constituent correspondence tracking system built on the SharePoint ECM platform for responses from Treasury policy offices and bureaus
- Assisted with the successful Senate confirmation of Treasury Secretary Jack Lew, as well as other Treasury nominees
- Managed the internship program for the Office of Legislative Affairs, including supervising at least three interns per semester

Correspondence Specialist, Office of the Executive Secretary

September 2010 – May 2012

- Handled the processing of incoming and outgoing Secretary correspondence
- Organized clearances through Treasury's Litigation and Legislative Review (LLR) with the Office of Management and Budget before transmittal to Congress, including Treasury Policy Office and Bureau testimonies, Questions for the Record, and reports, and coordinated the clearance of Bureau-level policy actions in the Treasury Internal Review Exchange (TIRE)
- Completed Freedom of Information Act requests for the Secretary, Deputy Secretary, Chief of Staff, and Executive Secretary
- Worked closely with the White House Office of Presidential Correspondence on Treasury casework correspondence

Novak Druce + Quigg LLP, Washington, DC

Administrative Assistant

June 2009 – September 2010

- Handled invoices and correspondence between foreign clients of the DC headquarters of the patent law firm and promoted to assist the Chief Operating Officer with accounting related tasks, including accounts payable

EDUCATION

American University, Washington, DC

Bachelor of Arts in International Studies, May 2010